



Administrative Assistant

Position available at Minnesota Housing Finance Agency

POSTING DATE: August 15, 2012

EXPIRATION DATE: August 20, 2012

About Minnesota Housing:

Minnesota Housing has a national reputation as one of the finest housing finance agencies in the country and works to provide access to safe, decent and affordable housing.

It offers products and services to help Minnesotans buy and fix up their homes , and supports the development and preservation of affordable rental housing through both financing and long term asset management—all of which help stabilize the lives of some of the State's most vulnerable citizens and build stronger communities.

For more information about Minnesota Housing go to: <http://www.mnhousing.gov/>

Summary of Position

The Administrative Assistant will provide administrative support to the CIO, Deputy Commissioner, and the Director of Research. This is a new position at the Agency.

Essential Job Duties

- Serves as the designated billing point of contact for vendors and troubleshoots billing issues with vendors
- Performs all activities associated with weekly time sheets for Business & Technology Services contractors
- Coordinates the software maintenance and support contracts including renewal specifications and handles the renewal process
- Coordinates activities between divisions
- Coordinates the calendars of the BTS leadership team
- Schedules and attends meetings and takes meeting notes at the Business Technology Investment Committee, weekly status, stand up and special project meetings
- Provides administrative support on projects
- Provides administrative support to the Deputy Commissioner and the Director of Planning, Analysis and Evaluation.
- Troubleshoots contracts and resolves technical issues

Minimum Qualifications

- 5 years office administrative experience
- Strong organizational skills
- Strong detail orientation
- Strong knowledge of MS Office products
- Good interpersonal skills

Preferred Qualifications

- Associates degree in secretarial science highly desirable

Annual Salary Range

- 34,452-46,499

Benefits

Minnesota Housing is a State of Minnesota agency and provides excellent benefits including 100% employer paid health insurance for employees with very reasonable rates for family coverage, dental insurance, employer-paid life insurance, flexible spending accounts, defined benefit pension plan as well as pre-tax and ROTH retirement accounts, generous vacation & sick leave, and 11 holidays per year.

To Apply:

Submit a cover letter and resume indicating current salary to mhfa.resumes@state.mn.us In the subject line, indicate "Administrative Assistant".

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 259.3637 or (651) 282-2699 (TTY).